



# *Manager's Report*

## *for Council Meeting of March 22, 2005*

### **FINANCE**

Listed below are new businesses licensed during this period:

#### **Business Name**

All Smiles Dog Bakery LLC  
All The Details Party Planners  
Busy Bees  
Chesapeake Vet Cardiology Associates  
English Manor Gardens & Interiors  
Evergreen  
Johnson Data Sciences  
Leesburg Auto Parts  
Maximum Acceleration  
Quappa, Inc  
Rodden, Kevin Joseph  
Rogers, Dorys  
Shenandoah Homes  
Target GSM  
Tweed Power Washing  
Yankee Candle Company

### **HUMAN RESOURCES**

New hires and terminations for the period of March 1 to March 15, 2005

#### **New Hires**

Brendalou Melchiorre  
Lacy Sanchez

#### **Position**

Fitness Supervisor  
Comm. Tech. I

#### **Department**

Parks & Rec.  
Police Dept.

#### **Promotions**

Noreen Brien

Front Desk Clerk

Parks & Rec.

#### **Transfers**

#### **Separations**

Linda Fountain  
Jessica Parker

Recreation Prog. Assistant  
Recreation Prog. Supv.

Parks & Rec.  
Parks & Rec.

#### **Retirements**

**PLANNING, ZONING & DEVELOPMENT****PLANNING DIVISION**

DIVISION OF CURRENT PLANNING PLAN REVIEW ACTIVITY			
PLANS REVIEWED DURING THE PERIOD OF: MARCH 1, 2005 – MARCH 14, 2005			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Cornerstone Chapel Daycare TLZM-2004-0007 (Corner of Sycolin Road and Miller Drive)	Proffer Amendment	1 <sup>st</sup>	Request to amend existing proffers that would eliminate certain zoning obstacles thereby enabling construction of a 3600 square foot expansion to the existing daycare structure.
Cornerstone Chapel Daycare TLSE-2004-0030 (Corner of Sycolin Road and Miller Drive)	Special Exception	1 <sup>st</sup>	Request to allow for the expansion of a day care use thereby enabling construction of a 3600 square foot expansion to the existing daycare structure.
Catoctin Circle Centre TLPF-2004-0012 (0-100 block of Catoctin Circle, NE)	Final Development Plan	3 <sup>rd</sup>	Proposal to construct a 99,200 square foot retail center (including a drive-thru bank, restaurant and office/retail uses) and related infrastructure.
Relocation of 10' Water Main and 24' Sanitary Force Main (@ proposed route 7 & River Creek Parkway Interchange)	Request for Combined Preliminary/Final Development Plan Authorization	1 <sup>st</sup>	Proposal to construct relocated public utilities in conjunction with a new interchange design.
Oaklawn/Phase 1 – Sycolin Road TLPF-2004-0020 (@Sycolin Road & future Battlefield Parkway interchange)	Preliminary/Final Development Plat	2 <sup>nd</sup>	Proposal to construct various road improvements relating to the development of adjacent property on Oaklawn (Stratford) property.
Star Pontiac, Buick GMC Building Expansion On-site Easement Plat TLES-2004-0010	Easement Plat	2 <sup>nd</sup>	Proposal to create on-site easements for on-site utilities related to the construction of the expansion of the existing building.
Best Buy & Potomac Station (Northeast corner of the intersection of Battlefield Parkway and East Market Street/Route 7)	Minor Revision to an Approved Development Plan	2 <sup>nd</sup>	Proposal to revise the location of various approved on-site public utilities and parking which is in connection with the planned submission of a development plan for a building footprint change.
ECHO/Lawson Road Industrial Park, Parcel 1B TLPF-2004-0017	Preliminary/ Final Development Plan	2 <sup>nd</sup>	Proposal to construct 258,500 square feet of warehouses with accessory office on one lot covering 4.2 acres.
Best Buy & Potomac Station (Northeast corner of the intersection of Battlefield Parkway and East Market Street/Route 7)	Minor revision to an approved development plan	1 <sup>st</sup>	Proposal to revise the location of various approved on-site public utilities and parking which is in connection with the planned submission of a development plan for a building footprint change.

PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF: MARCH 1, 2005 – MARCH 14, 2005			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Village at Leesburg TLZM-2004-0005 (South side of Route 7 & River Creek Parkway intersection)	Rezoning	3 <sup>rd</sup>	Proposal to rezone property to allow for a mixed use development including commercial, office, single-family attached and multifamily residential and parking garages.
Village at Leesburg TLTA-2004-0002	Plan Amendment	3 <sup>rd</sup>	Proposal to amend the Town Plan to eliminate Town Plan obstacles thereby allowing for a rezoning to allow for a mixed-use development including commercial, office, single-family attached and multifamily residential and parking garages.
Cornerstone Chapel Daycare TLZM-2004-0007 (Corner of Sycolin Road and Miller Drive)	Proffer Amendment	1 <sup>st</sup>	Request to amend existing proffers that would eliminate certain zoning obstacles thereby enabling construction of a 3600 square foot expansion to the existing daycare structure.

**Manager's Report****-3-****March 22, 2005**

Cornerstone Chapel Daycare TLSE-2004-0030 (Corner of Sycolin Road and Miller Drive)	Special Exception	1 <sup>st</sup>	Request to allow for the expansion of a day care use thereby enabling construction of a 3600 square foot expansion to the existing daycare structure.
Star Pontiac, Buick GMC Building Expansion On-site Easement Plat TLES-2004-0010	Easement Plat	2 <sup>nd</sup>	Proposal to create on-site easements for on-site utilities related to the construction of the expansion of the existing building.
Best Buy @ Potomac Station (Northeast corner of the intersection of Battlefield Parkway and East Market Street/Route 7)	Preliminary/Final Development Plan	1 <sup>st</sup>	Proposal to enlarge the building footprint.
Banyan Cove TLPF-2005-0002 (900 block of Edwards Ferry Road, NE)	Final Development Plan	1 <sup>st</sup>	Proposal to construct 15 multifamily condominium (townhouse style) units.
Fort Evans Road Improvements	Capital Improvement Plan	2 <sup>nd</sup>	Proposal to construct various public improvements along Fort Evans Road from the intersection with East Market Street to the terminating cul-de-sac.

**PLANS APPROVED OR RECORDED DURING THE PERIOD OF:  
MARCH 1, 2005 – MARCH 14, 2005**

<b>Project Name (Address/Location)</b>	<b>Project Type</b>	<b>Submission Number</b>	<b>Proposal Description</b>
Stowers, Phase 3, Section 4	Final Plat	2 <sup>nd</sup>	<i>Approved as to form, ready for recordation of subdivision for 52 single-family detached residential dwellings and right-of-way dedication.</i>
Stowers, Phase 3, Section 4	Construction Drawings	4 <sup>th</sup>	<i>Approved as to form, construction drawings for 52 single-family detached residential dwellings and related public infrastructure.</i>
Tavistock Farms, Section 16 (Condominiums) Multifamily & Commercial area.	Final Development Plan	5 <sup>th</sup>	<i>Approved as to form, development plan for 108 condominium units including related infrastructure and open space area.</i>

**ZONING DIVISION****Zoning Permits Issued Residential**

6 SFA, Rosebrook - \$120,000

**Zoning Permits Issued Commercial**

241 Fort Evans Road #369, Leesburg Premium - interior fit-up - \$100,000

241 Fort Evans Road # 1135, Leesburg Premium Mall - interior fit-up - \$40,000

220 Fort Evans Road - stealth tower/equip shed - \$50,000

107 Royal Street - interior fit-up - \$300.00

**Occupancy Permits Issued Residential**

3 SFA, Potomac Crossing

3 SFA, Potomac Station

1 SFD, Georgetown Mews

3 SFD, Stowers

21 Multi-Family, Stratford

**Occupancy Permits Issued Commercial**

None

**Special Exceptions: 27 Active or Under Review for Acceptance**

1. TLSE-2003-0007, 9 Cardinal Park Drive (Jerry's Ford): Located at the southwest quadrant of the intersection of Trailview Boulevard and Cardinal Park Drive. The applicant, John's Ford, Inc. t/a Jerry's Leesburg Ford, seeks special exception approval for an outdoor vehicle storage use on a portion of a 3.58-acre parcel. The plans were rejected for review on

November 19, 2003. The applicant submitted a traffic study on November 12, 2004 and the revised application has been accepted. First submittal comments were sent to the applicant on January 31, 2005.

2. TLSE-2004-0002 Leesburg Plaza West: Located on north side of East Market Street behind the Long & Foster building. The applicant seeks special exception approval to permit a 3,663 square foot bank with three drive-thru lanes on a proposed 54,000 square foot pad site. The plans were accepted for review on February 18, 2004. The applicant has requested that staff delay review until further notice.
3. TLSE-2004-0003 Leesburg Plaza East: Located at the northwest quadrant of the intersection of Plaza Street and Market Street (in front of the Office Depot store). The applicant seeks special exception approval to permit a 3,244 square foot bank with two drive-thru lanes on a proposed 34,590 square foot pad site. The plans were accepted for review on February 18, 2004. The applicant has requested that staff delay review until further notice.
4. TLSE-2004-0004 Potomac Station Gas Station/Convenience Store: Located at the southeast quadrant of the intersection of Battlefield Parkway and Potomac Station Drive. The applicant seeks to build a 2,400 square foot convenience store with eight gas pumps and a 1,012 square foot car wash. The application was officially accepted for review on March 4, 2004, second submission review comments were mailed on August 25, 2004. The third submission was received and review comments are due February 2, 2005. The Planning Commission public hearing was held March 3, 2005, and a vote is anticipated on March 17, 2005.
5. TLSE-2004-0005 Stanfield at Greenway: Located at 1241 S. King Street (the old Greenway Manor and outbuildings). The applicant, Stanfield Company, L.L.C., seeks special exception approval to build a 300-seat conference center in the existing manor house. The plans were submitted on March 9, 2004 and were officially rejected on March 22, 2004 due to deficiencies in the required traffic study and a lack of required owner's signatures.
6. TLSE-2004-0008 Meadowbrook Bank Drive-Thru-EAST: Located along the east side of Rt.15 South, opposite Greenway Farm. The applicant, Centex Homes, requests a 5,000 square foot bank with a drive-thru window. The application was submitted on April 7, 2004 and officially accepted for review on May 4, 2004. Staff comments were issued on July 28, 2004 and the second submission was received on November 19, 2004. Staff review comments were forwarded to the applicant on January 24, 2005. The Planning Commission public hearing date will be determined after receipt of the next submission as this application will track behind the rezoning application.
7. TLSE-2004-0009 Meadowbrook, Bank Drive-Thru-WEST: Located along the east side of Rt.15 South, opposite Greenway Farm. The applicant, Centex Homes, requests a 5,000 square foot bank with a drive-thru window. The application was submitted on April 7, 2004 and officially accepted for review on May 4, 2004. Staff comments were issued on July 28, 2004 and the second submission was received on November 19, 2004. Staff review comments were forwarded to the applicant on January 24, 2005. The Planning Commission public hearing date will be determined after receipt of the next submission as this application will track behind the rezoning application.
8. TLSE-2004-0010 Meadowbrook, Convenience Store/Gas Pumps: Located along the east side of Rt.15 South, opposite Greenway Farm. The applicant, Centex Homes, requests a 7,000 convenience store with 12 gas pumps. The application was officially accepted for review on

May 4, 2004. The staff comments were issued on July 28, 2004 and the second submission was received on November 19, 2004. Staff review comments were forwarded to the applicant on January 24, 2005. The Planning Commission public hearing date will be determined after receipt of the next submission as this application will track behind the rezoning application.

9. TLSE-2004-0011 Hertz Rent-A-Car: Located at 4 Cardinal Park Drive, S.E. in an existing auto body repair shop (Craftsman Auto Body). The applicant requests approval to rent autos to auto body shop patrons. The application was submitted April 8, 2004, resubmitted May 4, 2004, and rejected for acceptance on May 12, 2004. The application resubmitted and accepted for review on October 5, 2004. Second submission review comments were forwarded on November 12, 2004 and second submission plans are being prepared by the applicant.

10. TLSE-2004-0013 Fort Evans Plaza II-Mixed Retail: Located on the north side of Fort Evans Road, opposite the Sycamore Hill subdivision. The applicant requests approval for 238,715 square feet of mixed retail. The application was submitted on April 19, 2004, resubmitted on April 28, 2004 and officially accepted for review on May 11, 2004. Staff comments were issued on August 20, 2004, and revised plans were received on October 5, 2004. Second submission review comments were forwarded on November 12, 2004 and third submission plans were submitted on December 6, 2004. The Planning Commission public hearing was held on February 3, 2005. A voted is anticipated on March 24, 2005.

11. TLSE-2004-0014 Fort Evans Plaza II- Bank NORTH: Located on the north side of Fort Evans Road, opposite the Sycamore Hill subdivision. The applicant requests approval for a 4,500 square foot bank with a drive-thru window. The application was submitted on April 19, 2004, resubmitted on April 28, 2004 and officially accepted for review on May 11, 2004. Staff comments were issued on August 20, 2004, the application was resubmitted on October 4, 2004 and second submission review comments were forwarded on November 12, 2004. Third submission plans were submitted on December 6, 2004. The Planning Commission public hearing was held on February 3, 2005. A voted is anticipated on March 24, 2005.

12. TLSE-2004-0015 Fort Evans Plaza II- Bank SOUTH: Located on the north side of Fort Evans Road, opposite the Sycamore Hill subdivision. The applicant requests approval for a 4,500 square foot bank with a drive-thru window. The application was submitted on April 19, 2004, resubmitted on April 28, 2004, and officially accepted for review on May 11, 2004. Staff comments were issued on August 20, 2004, the application was resubmitted on October 4, 2004 and second submission review comments were forwarded on November 12, 2004. The third submission plans were submitted on December 6, 2004. The Planning Commission public hearing is scheduled for March 24, 2005.

13. TLSE-2004-0018 Gatehouse Networks/Edwards Landing: Located along Woods Edge Drive, N.E. at the intersection of Chickasaw Place. The applicant, Gatehouse Networks, requests permission to build a 448 square foot equipment building with three satellite dishes on HOA property. The plans were submitted on June 10, 2004 and were officially rejected on June 22, 2004 due to failure to meet minimum submission requirements. The plans were resubmitted and accepted on September 20, 2004, and staff comments were issued on October 1, 2004. Second submission plans were received on January 28, 2005. Second submission referral comments were forwarded to the applicant the week of March 14, 2005.

14. TLSE-2004-0019 Village at Leesburg – Residential Land Bay “A”: Located on the south side of Route 7, east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build 85 apartment units in the B-4 Zoning District. The plans were submitted on

June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, and the second submission was received on November 4, 2004. Staff review comments were forwarded to the applicant on December 21, 2004. Revised plans are anticipated by February 28, 2005.

15. TLSE-2004-0019 Village at Leesburg – Residential Land Bay “A”: Located on the south side of Route 7, east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build 85 apartment units in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded on September 17, 2004, and the second submission was received on November 4, 2004. Staff review comments were forwarded to the applicant on December 21, 2004. Revised plans were received on February 28, 2005, and the third submission referral is due March 30, 2005.

16. TLSE-2004-0020 Village at Leesburg – Parking Garage #1 in Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 105,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans were received on February 28, 2005, and the third submission referral is due March 30, 2005.

17. TLSE-2004-0021 Village at Leesburg – Parking Garage #2 in Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc., requests permission to build a 70,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans were received on February 28, 2005, and the third submission referral is due March 30, 2005.

18. TLSE-2004-0022 Village at Leesburg – Parking Garage #3 in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 49,000 square foot parking garage in the PRC Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans were received on February 28, 2005, and the third submission referral is due March 30, 2005.

19. TLSE-2004-0023 Village at Leesburg – Parking Garage #4 in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 72,000 square foot parking garage in the PRC Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4,

2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans were received on February 28, 2005, and the third submission referral is due March 30, 2005.

20. TLSE-2004-0024 Village at Leesburg – Bank with Drive-Thru in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 5,000 square foot bank with 5 drive-thru lanes and an ATM in the PRC Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans were received on February 28, 2005, and the third submission referral is due March 30, 2005.

21. TLSE-2004-0025 Village at Leesburg – Parking Garage #5 in Land Bay “E”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 108,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans were received on February 28, 2005, and the third submission referral is due March 30, 2005.

22. TLSE-2004-0026 Village at Leesburg – Hotel in Land Bay “E”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 118,000 square foot hotel with 115 rooms in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans were received on February 28, 2005, and the third submission referral is due March 30, 2005.

23. TLSE-2004-0027 Arby's at Potomac Station Retail Center: Located in the southeastern quadrant of the intersection of Battlefield Parkway and Potomac Station Drive in the Potomac Station Shopping Center. The applicant, Master Design of Fairfax, Va., requests permission to build a 3,250 square foot fast food restaurant with a drive-thru window on a 0.93 acre pad site. The application was submitted on July 2, 2004 and was officially rejected on July 14, 2004 due to failure to meet minimum submission requirements. The application was revised, resubmitted, and officially accepted on August 5, 2004. The Planning Commission held its public hearing on January 20, 2005. The Planning Commission recommended approval of TLSE-2004-27 on February 3, 2005. The Town Council public hearing was held on March 8, 2005, and the anticipated Council vote is March 22, 2005.

24. TLSE-2004-0028 Loudoun National Bank: Located at 204 Catocin Circle, S.E. (adjacent to the new Loudoun Motor Sports building). The applicant Loudoun National Bank requests permission to construct a 10,750 square foot building with 6,000 square feet of bank uses, including a drive-thru window in the B-2 District. The application was submitted on July 6, 2004, and officially accepted for review on July 14, 2004. The first submission review comments were mailed to the applicant on August 24, 2004, the second was submission

received on November 24, 2004 and staff referrals were due on December 22, 2004. The Planning Commission public hearing was held on January 20, 2005. The Planning Commission recommended approval of TLSE-2004-28 on February 3, 2005. The Town Council public was held on March 8, 2005, and the anticipated Council vote is March 22, 2005.

25. TLSE-2004-0029 Loudoun County High School Renovation: Located at 415 Dry Mill Road. The renovation is to improve and modernize the existing facilities. Renovations are predominately to the interior of the main building with an expansion at the gymnasium area. The application was accepted on December 30, 2004 and first submittal comments are being referred. A joint public hearing with the Town Council and the Planning Commission was held on March 8, 2005. The Planning Commission recommended approval and the Town Council approved TLSE-2004-0029 on March 8, 2005.

26. TLSE-2005-001 Loudoun County Commuter Parking lot. The Town Council approved a resolution for a joint public hearing with the Planning Commission on April 12, 2005. The proposed temporary commuter parking is proposed for the former Barber and Ross site on Catoctin Circle and Industrial Drive. A traffic study has been submitted and is currently under review. The application was officially accepted on February 14, 2005 and first submittal comments were sent on March 3, 2005.

#### **Rezoning: 6 Active or Under Review for Acceptance**

1. TLZM-2002-0005 Misty Ridge Rezoning: Located on the east side of Sycolin Road across from the Stratford planned development. The applicant, D.R. Horton Company, seeks to rezone 7.9 acres from R-1 to R-4 to permit 17 single family detached residential units on the property. Staff received revised plans on May 30, 2003. The Planning Commission public hearing has been rescheduled at the applicant's request to provide additional time for staff and the applicant to address outstanding issues.

2. TLZM-2003-0005 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant, Waterside at Leesburg, LC, c/o ESDC, Inc., seeks to rezone approximately 51.5 acres from R-6, B-2 and B-3 to PRN to permit 196 residential units. The plans were accepted for processing on November 21, 2003, revised plans were submitted on May 4, 2004, and second submission reviews were forwarded to the applicant on August 3, 2004. Staff is currently waiting for plans to be resubmitted. On October 26, 2004. An indefinite extension of the twelve-month review deadline was granted by the applicant.

3. TLZM-2004-0001 Meadowbrook: Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. The applicant, Centex Homes, seeks to rezone 324 acres from R-1 to PRC (Planned Residential Community) to permit 1,356 dwelling units and 275,000 square feet of commercial uses on the property. The application was officially accepted for review on May 4, 2004, staff comments were issued on July 28, 2004, and staff is currently waiting for plans to be resubmitted. The applicant had indicated a target date of November 15, 2004 for submission of revised plans. The second submission was received on November 19, 2004. Staff review comments were forwarded to the applicant on January 24, 2005. The Planning Commission public hearing is schedule for March 17, 2005.

4. TLZM-2004-0002 Stanfield Properties at Greenway Farms: Located at 1241 S. King Street (the old Greenway Manor and outbuildings). The applicant, Stanfield Company, L.L.C., seeks amendments to the approved Concept Development Plan and Proffer Statement for ZM-



101 Allman Property to build a 300-seat conference center in the existing manor house and a 400-seat performing arts center. The plans were submitted on March 9, 2004 and were officially rejected on March 22, 2004 due to deficiencies in the required traffic study and a lack of required owners' signatures.

5. TLZM-2004-0005 Village at Leesburg: Located on the south side of Route 7 east of Cochran Mill Road (old Leesburg Commons property). The applicant, KSI services, Inc., seeks to rezone 158.45 acres from the I-1 District to B-4 (89.51 acres) and PRC (60.60 acres) to permit 635 residential dwelling units and 1,010,400 square feet of nonresidential uses on the property. The plans were submitted on June 11, 2004 and were officially rejected on June 24, 2004. The plans were resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans were received on February 28, 2005, and the third submission referral is due March 30, 2005.

6. TLZM-2004-0006 Kincaid Forest: Located at the southwest corner of Battlefield Parkway and Kincaid Forest Boulevard, the property is approximately 6.34 acres in size. The applicant, Towns at Kincaid LLC, seeks to amend the concept plans for Kincaid Forest to substitute thirty-eight town home dwelling units for 20,040 square feet of commercial/office/retail space. The application was officially accepted for review on October 1, 2004, the first submission review comments were sent to the applicant on November 15, 2004, and second submittal review comments were due on January 15, 2005. A preview meeting is scheduled for February 3, 2005. The Planning Commission held a public hearing on February 17, 2005. The Planning Commission recommended denial by a vote of 6-0-1 on March 3, 2005. The tentative Town Council public hearing date is April 26, 2005.

#### **Town Plan Amendments: 2 Active or Under Review for Acceptance**

1. TLTA-2003-0001 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant, Waterside at Leesburg, LC, c/o ESDC, Inc., seeks to amend the Transportation Element of the 1997 Town Plan to eliminate the extension of the Dulles Greenway from its interchange with the Route 15 Bypass to Catoctin Circle. The amendment was accepted for processing on November 21, 2003, revised plans were submitted on May 4, 2004, and second submission review comments were forwarded to the applicant on August 3, 2004. An indefinite extension of the twelve-month review deadline was granted by the applicant on October 26, 2004.

2. TLZM-2004-0005 Village at Leesburg: Located on the south side of Route 7 east of Cochran Mill Road (old Leesburg Commons property). The applicant, KSI Services, Inc., seeks to amend the Transportation Element of the 1997 Town Plan to replace the cloverleaf interchange at the intersection of Route 7 and River Creek Parkway with a diamond interchange. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, and the second submission was received on November 4, 2004. Staff review comments were forwarded to the applicant on December 21, 2004. On February 11, 2005 VDOT issued a letter approving the redesign at the interchange to a modified diamond. Revised plans are anticipated by February 28, 2005, and the third submission referral is due by March 30, 2005.

#### **Zoning Ordinance Amendments:**

None

**Board of Zoning Appeals Cases**

None

**Board of Architectural Review Cases**

The next BAR meeting is scheduled for March 21, 2005 at 7:30 p.m.

**WATER & SEWER ADMINISTRATION**

**During this time frame:**

- 6 Public Facility Permits were issued totaling \$68,448.00.
- 20 work orders were issued for meter sets.
- 19 requests for occupancy inspection were issued.

**Capital Projects Update:**

- Five plans were received and reviewed along with one request for water and sewer system computer modeling.
- The miscellaneous water system bids have been awarded to Tessa Corporation.
- A revision to the FEMA flood plain at the Water Pollution Control Plant has been submitted to allow for light fill in the flood plain.
- Changes to Articles 2 and 4 of the DCSM have been reviewed by the engineering consultant group and will soon proceed to the Planning Commission and Town Council for approval.
- The Woodlea Manor Pump Station pre-construction meeting was conducted and notice to proceed has been issued for April 1.
- The Utility Department EMS Group has drafted a town-wide policy, which will be presented to town staff, the Environmental Advisory Commission and ultimately to Town Council for approval.

**TOWN OF LEESBURG**

Full-time vacancies as of March 11, 2005

Department	# Vac	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
<i>Airport</i>	1	Maintenance Worker-I	2/22/05	√	√				
<i>Eng &amp; PW</i>	1	Senior Engineer – Plan Review (readvertise 7-23-04)	7/1/02	√	√	√	√	√	
	1	Senior Engineer-Stormwater Management	7/1/04	√	√	√	√		
	1	Chief of Engineering	11/30/04	√	√	√			
	1	Maintenance Worker - 1		√	√				
<i>Human Resources</i>	1	MPA Management Intern	12/20/04	√	√	Cancelled			
<i>Planning &amp; Zoning</i>	1	Sr. Planner (Historic Preserv)	1/11/05	√	√	√			
<i>P&amp;R</i>	1	Recreation Projects Coordinator (Reg. Part-time)	02/11/05	√	√				
	1	Recreation Program Supervisor (Outreach Prgm)	1/14/05	√	√	√	√		
	1	Asst. Recreation Program Supervisor (Outreach Prgm)	1/14/05	√	√	√			
	1	Fitness Supervisor	1/14/05	√	√	√			
<i>Police</i>	1	Communication Technician	11/15/04	√	√	√	√	√	√
	1	Police Records Assistant	2/24/05	√	√				
<i>Util Admin</i>	1	Senior Engineer	7/1/02	*On hold					
<i>Util. WPCD</i>	1	Utility Plant Operator (Wastewater) or Trainee	2/11/05	√	√				
<b><u>TOTAL</u></b>	14								
<b><u>FILLED ***</u></b>	2								
<b><u>REMAINING</u></b>	12								

\* *On hold* = Department is not actively recruiting this position.\*\* *Frozen* = Department has identified this position to remain vacant for the rest of the fiscal year for budgetary reasons.

\*\*\*Candidate has accepted the position, but has not yet started.

John A. Wells